



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1**  
**300 ARMY PENTAGON**  
**WASHINGTON DC 20310-0300**



1 June 2005

DAPE-PTT-LM (690-950)

S: 1 July 2005

MEMORANDUM FOR CP-34 Career Program Managers, Deputy Chiefs of Staff for Information Management, Directors of Information Management, and Library Directors

SUBJECT: FY 06 Professional Development Training Opportunities for CP-34 Librarian Career Field

1. This announces the FY 06 CP-34 Librarian Professional Development Opportunities. Please ensure Army librarians receive a copy of this announcement, the training descriptions, and sample forms. All training is pending availability of funds since the FY 06 budget is not yet approved.
2. To ensure widest dissemination, this announcement and most required forms are available on the U.S. Army Library Program (ALP) virtual team page on AKO in the ACTEDS folder at [https://www.us.army.mil/suite/portal.do?\\$p=136583](https://www.us.army.mil/suite/portal.do?$p=136583). This training is centrally funded by Army Civilian Training, Education, and Development System (ACTEDS) through the Information Management Career Program 34. ACTEDS funded professional development supplements local training for librarians.
3. Rules for applying are:
  - a. Librarians in grades GS-11 and above (or equivalent) may apply. GS-09s (non-interns whose positions have been documented at the full performance level) may apply on a waiver basis with approval of the DFCR. The request for waiver should be included in the justification for training in Block 15 of the CP-34 Application.
  - b. Applications will not be accepted from careerists who received ACTEDS funded training in FY 05.
  - c. Priority is given to the careerist who has not received previous professional development training.
  - d. Applicants are encouraged to submit up to two separate applications since some professional development training opportunities are limited to one or two participants.
  - e. Applications to attend national conferences (ALA, ASIST, PLA, MLA, SLA) are limited to one per librarian.
  - f. First choices are not guaranteed.
  - g. Civilian Personnel is no longer required to certify or verify applications.

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4. The **five (5) documents and application forms listed below are required to apply** for ACTEDS funded professional development. Application packages submitted after the suspense date or that are incomplete will not be considered for funding.

**a. Career Program-34, Information Management, Application for Army Librarian Sponsored Training.** The application requires endorsement and signatures by the following:

- 1) Careerist's supervisor in Blocks 17 and 18
- 2) MACOM or Regional Librarian in Blocks 19 and 20
  - a) Librarians with no MACOM librarian should send their applications to the undersigned.
  - b) Librarians with no Regional Librarian should send their applications to Ms. Barbara Christine, Chief, General Library Program;  
[Barbara.Christine@cfsc.army.mil](mailto:Barbara.Christine@cfsc.army.mil); DSN 761-7208; CP 703-681-7208; FAX 703-681-7249).
- 3) Deputy Functional Chief's Representative (DFCR) in Blocks 21 and 22  
Ms. M. Ann Parham, Army Librarian ([Myrtis.Parham@hoffman.army.mil](mailto:Myrtis.Parham@hoffman.army.mil)); DSN 221-8440; CP 703-325-8440; FAX 703-428-1294; DSN 328-8440).

If it is not possible to transmit the actual signature of the supervisor and/or MACOM/ Regional Librarian, we will accept a typed signature. Typed signatures require an email confirmation from the signator that the typed signature is acceptable as the actual signature.

**b. Cost Estimate Worksheet.** The costs must be based on the transportation cost quoted by the applicant's government contract travel office, the published per diem rates (<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) and the training provider's published tuition fee. The Cost Estimate Worksheet must be used to complete the Request for Central Funding Support. The applicant may also use these estimated training and travel costs for entry in the Resource Allocation Selection System (RASS) if selected. Separate Cost Estimate Worksheets must be completed for each application.

**c. Request for Central Funding Support - Army Civilian Training, Education, and Development System (ACTEDS).** Use the Cost Estimate Worksheet to estimate your TDY and training costs. The Request must be signed by the supervisor and MACOM/Region Librarian. Separate Requests must be completed for each application.

**d. Current Resume.** The Resumix resume, Civilian Career Program Qualification Record (DA Form 2302) or a federal employment application (OF 612 or SF 171) will be accepted. The resume should include up-to-date educational achievements, work experiences, training, professional memberships, skills, accomplishments, awards and recognition. The Army Resume Builder on CPOL (<http://www.cpol.army.mil>) may be used to develop and save a resume for future ACTEDS training and vacancy announcements.

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**e. Performance Appraisal.** The candidate is required to submit a copy of his/her most recent performance rating. If there is no federal appraisal, provide the latest appraisal available. Applicants must explain if they are not able to supply the appraisal.

5. Training Application or Conference Registration Form. If the careerist is selected for training that requires a registration form, the careerist is responsible for completing the registration form and for providing a copy of the registration form to this office. The form is not necessary until after the careerist is officially notified of selection.

6. Tips for completing the applications:

a. Complete all forms to your best ability. The panel uses all information in selection decisions.

b. Include professional activities, awards, and certifications in the appropriate space(s) on your resume, DA Form 2302, OF 612, or SF 171.

c. List training, self-development, self-improvement, and continuing education you have taken in the last five (5) years in the appropriate space(s) on your resume, DA Form 2302, OF 612, or SF 171. Continuation sheets are allowed.

d. Write clear and concise motivational statements. Either complete two CP-34 applications or write separate statements for each professional development training opportunity.

e. Ensure the post utilization plan fits your particular position. In other words, demonstrate in the plan how the training will be used in a concrete sense. For example, "I will use the skills from the JavaScript course to create the library's web page."

7. **Applications for 1<sup>st</sup> and 2<sup>nd</sup> quarter training are due** to Ms. Neta Cox, Army Library Program Office, not later than **1 July 2005**. Electronic submission or faxes will be accepted. A selection panel will convene the week of 11 July and selection announcements will be made the week of 18 July.

8. Point of contact is Ms. Neta Cox, [neta.cox@hoffman.army.mil](mailto:neta.cox@hoffman.army.mil), DSN 221-8437; CP 703-325-8437; FAX 703-428-1294; DSN 328-1294.



M. ANN PARHAM  
Deputy Functional Chief's Representative  
Librarian Career Field, CP-34